

APPLICANT (PERSON REQUESTING RECORD)			PLEASE PRINT CLEARLY AND LEGIBLY		
Applicant-s Name:		Driver-s License or State Identification #:			
Address:		City/State:		Zip:	
Daytime Phone Required: ()	Other Phone: ()	Please specify which <u>FOREIGN COUNTRY</u> requires the document (Cannot be U.S.)			
To protect you from identity theft, we require PHOTO IDENTIFICATION to be presented along with this application. (See back for details)					

REQUESTED BIRTH RECORD INFORMATION			STATE FILE NUMBER: _____ (If Known)			
If you cannot provide all of the following information, we may not be able to locate the record.						
NAME AT BIRTH		First	Middle	Last	GENDER 9 Male 9 Female	DATE OF BIRTH (mm/dd/yyyy)
IF THE PERSON ON RECORD IS ADOPTED OR HAS HAD A LEGAL NAME CHANGE (<u>OTHER THAN MARRIAGE</u>) PLEASE INDICATE THAT NAME HERE		9 Adoption 9 Legal Name Change	First	Middle	Last	
PLACE OF BIRTH:		Hospital	City	County		
MOTHER-S NAME BEFORE FIRST MARRIED:		First	Middle	Last	FATHER-S NAME:	First Middle Last
Please provide any additional information that would help us locate the record, such as other names that the child or mother have used.						
PLEASE INDICATE PURPOSE FOR REQUESTING RECORD:					Do you know if a birth record has ever been issued? 9 Yes 9 No	

ARE YOU ELIGIBLE TO REQUEST AND RECEIVE THIS BIRTH RECORD?		PLEASE CHECK THE BOX THAT APPLIES TO YOU	
ELIGIBILITY: Michigan law limits who can receive an authenticated copy of a Michigan birth record. You must select which category qualifies you to receive the requested record.			
9 Person named on record *		9 Legal representative of person named on record (See requirements below) (Official letter required; provide your state license number and name the person represented)	
9 Parent named on record *		9 Heir of the deceased person named on birth record (Must provide information below) Specify Relationship _____ Date of Death (Year) _____ Name at Time of Death _____ Place of Death (City, County, State) _____	
* If the applicant-s name is different than the name as it appears on the requested birth record, provide information required below: Different due to marriage, indicate date of marriage: _____ and place of marriage (state) _____ Or different for another reason, please explain _____			
STATEMENT OF ENTITLEMENT: Misstating an identity or assuming the identity of another person is subject to criminal penalties, e.g., Michigan Compiled Laws 333.2894(b) and 333.2898 and federal laws relating to falsification in obtaining a birth record.. By signing this application, I state that I am eligible to receive this birth record as indicated in the Eligibility Section of this application.			
K APPLICANT-S SIGNATURE: (Sign Here) _____		MUST BE SIGNED, PHOTO IDENTIFICATION PROVIDED AND SEARCH FEE PAID IN ORDER TO PROCESS REQUEST	

AUTHENTICATED BIRTH RECORD REQUEST FEES		
Search (non-refundable) Includes One Authenticated Copy	\$ 29.00	\$
_____ Additional Authenticated Copies (\$15.00 for each additional authenticated copy)	\$ 15.00 Each	\$
EXPEDITED ARUSH® SERVICE (Additional) (See back for details)	\$ 10.00	\$
TOTAL ENCLOSED		\$

INFORMATION ABOUT AUTHENTICATED CERTIFICATES
An authenticated birth certificate is <u>NOT NEEDED FOR FOREIGN TRAVEL</u>. Authenticated (exemplified or containing an Apostille) records are typically required by foreign governments for an adoption, work visas, marriage in a foreign country or establishing residency. You must specify which country requires the document. The processing of an authenticated certificate takes approximately 3 to 4 weeks after receipt in the Vital Records office.

PAYMENT - NO ORDER WILL BE PROCESSED WITHOUT PROPER FEE SUBMITTED WITH A SIGNED APPLICATION AND PHOTO IDENTIFICATION

SEARCH FEES ARE NON-REFUNDABLE: Fees are established by state statute. A search fee covers the cost of a basic 3-year search and includes either one certified copy of the record or an official statement that the record is not filed with the state. A basic search includes the files for the year specified as the birth year, as well as the year before and the year after.

REFUNDABLE FEES: Payment for additional copies will be refunded if the search indicated that the record is not filed with the state. A refund check would be mailed to you by the Department of Treasury, usually within 3-4 weeks.

EXPEDITED (RUSH) SERVICE: Applies to the processing time in Vital Records to issue the record. Applying the apostille at the Office of the Great Seal takes an additional 3-4 weeks.

PROCESSING TIMES

For mail-in orders, please allow at least seven days from the time you mail your application until it is received in the Vital Records Office. This will account for the mail time and time in our Accounting Division, prior to our receipt of the request. The processing of a mail request for an authenticated certificate takes approximately 3 to 4 weeks after receipt in the Vital Records office.

If you wish to do so, you may request same day service in person at the State Vital Records Office and then hand-carry your document to the Office of the Great Seal to have the apostille applied.

PAYMENT MUST BE MADE IN U.S. FUNDS BY CHECK OR MONEY ORDER PAYABLE TO THE:

ASTATE OF MICHIGAN®

MAIL TO:

**Vital Records Requests
PO Box 30721
Lansing MI 48909**

FOR ADD-L INFO:

(517) 335-8666

DCH-0569-BXAUTH Rev 3/9/06 By Authority of MCL 333.2882(1)(a)(b) and MCL 333.2891(1-4)(8)

APPLYING IN PERSON

If you wish to apply in person to order a Michigan vital record, you may do so at the office located at 201 Townsend St, Capitol View Building, 3rd Floor, Lansing MI 48913. Lobby hours are 8:00 am - 5:00 pm. Directions are available by logging onto our website at: www.michigan.gov/mdch or by calling **517-335-8666**.

A check or money order is preferred, and orders in our lobby must be placed by 3:00 pm in order to request same-day service. An additional fee of \$10.00 is required for same-day service orders. Please allow a 2-3 hour waiting period for same-day service.

PHOTO ID REQUIREMENTS FOR APPLYING IN PERSON OR BY MAIL FOR A MICHIGAN BIRTH RECORD

*** Please Send Photocopies - Not Original Documents ***

Under Michigan law, birth records are restricted documents, and a current valid, photo identification is required in order to establish eligibility to request and/or receive one (except for a birth record that is at least 100 years old). To protect you and the community from identity theft, we require a copy of the applicants photo identification to be presented along with the application.

Individuals **under the age of 15** are unable to request a copy of their own birth record.

At least one of the following photo ID-s:

- < Michigan driver-s license unexpired or expired for not more than one year
- < State of Michigan identification card unexpired or expired for not more than one year
- < Driver-s license or official identification card issued by another state in the U.S., jurisdiction or territory, unexpired, or expired for not more than one year.
- < Unexpired U.S. or foreign passport
- < U.S. military identification, military dependent identification or veteran-s identification

Or, if you do not have one of the above, at least one of the following photo ID-s, with stated supporting documents:

- < Employment identification with photo, accompanied with a pay stub or W-2 form
- < School, university or college identification with photo, accompanied with a report card or other proof of current school enrollment
- < Michigan driver-s license expired for more than one year, accompanied by a motor vehicle registration or title, a bridge card, MI-Health card, inmate probation or discharge documents, a veteran-s DD-214, or an original copy of an Affidavit of Parentage
- < Department of Corrections identification card, accompanied by probation or discharge papers
- < If an inmate currently incarcerated, a Department of Corrections identification card, accompanied by a verification of incarceration by the facility on letterhead

If you are unable to provide any of the above mentioned forms of identification, please contact the Michigan Vital Records Office at 517-335-8666 and speak with a customer service representative.